

TRS #77/31
29 April 1977

MEMORANDUM FOR: DD/OTS/ATG

ATTENTION :

25X1

THROUGH :

OTS/COP

FROM :

C/OTS/EOD/SA&E

SUBJECT :

ATG Program Review Schedule

1. I have talked with most individual ATG Division and Branch Chiefs regarding regularly scheduled program reviews for Programs. This memo is to formalize our verbal agreements and to arrange specific dates for the reviews.

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2. The purpose for the quarterly reviews is to insure that C/OPS and EOD management is kept aware of the progress and possible problem areas with the D&E programs. I will also request that OTS/EQ be represented so that Equipment Division's part in the procurement cycle may be planned in advance.

3. I have blocked out one hour for each project engineer for planning purposes and would like to try to hold the time to 1/2 day for each of the Branches in EMD & CMD.

4. Included as an attachment is an excerpt from a previous program review that was very well received and that typifies the sort of detail that is very useful.

5. The dates suggested here, for your concurrence, are still flexible but after we come to an agreement, every effort should be made to adjust our schedules to avoid cancellations or delays.

June 10

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6. TENTATIVE SCHEDULE:

FY-77 3rd Quarter

23 May	1300	EMD/APB
	1000	EMD/EOB & CMD/PMB
24 May	0900	EMD/ECB
	1300	CMD/CB ←

FY 77 4th Quarter

5 July	0900	EMD/APB
	1300	EMD/EOB & CMD/PMB
6 July	0900	EMD/ECB
	1300	CMD/CB

FY-78 1st Quarter

3 October	0900	EMD/APB
	1300	EMD/EOB & CMD/PMB
4 October	0900	EMD/ECB
	1300	CMD/CB

7. If these are questions or comments on any of the above, please call me on

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